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NOTICE NO.  
LN 42-200-1

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CORRESPONDENCE  
24 August 1955


SUBJECT: Effective Writing

1. Government memoranda, letters and other official correspondence frequently are criticized as ponderous and abstruse, rather than simple and clear. A Task Force of the Hoover Commission reported there is a prevailing opinion that this is "Government style". The criticism may be correct but the opinion, fortunately, is not.

2. Personnel of the Office of Logistics are expected to make plain workaday English the prevailing style of all written work originating within this Office.

3. An excellent publication, "Plain Letters", includes most of the basic rules for writing in clear and simple English. This handbook has been distributed widely throughout the Office, and it is requested that all those who review and sign correspondence, as well as those who prepare it, study the publication carefully. Additional copies may be obtained from the Office of Logistics Training Officer.

4. In addition, the Office of Training offers a course, "Effective Writing", which covers the basic principles of clear and forceful writing and is designed for Agency employees who have responsibility for writing or for supervising writing. This course is held in ten weekly two-hour sessions, and employees of this Office are urged to avail themselves of this training.

  
JAMES A. GARRISON  
Director of Logistics

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